

REPLY TO ATTENTION OF

## **TEXAS MILITARY FORCES**

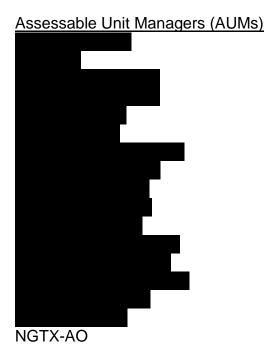
Joint Forces Headquarters Adjutant General's Department Post Office Box 5218 Austin, Texas 78763-5218 512-782-5001

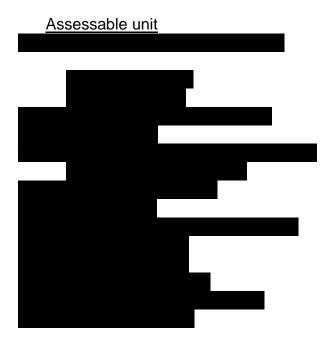
NGTX-AO 27 September 2013

## MEMORANDUM FOR SEE DISTRIBUTION

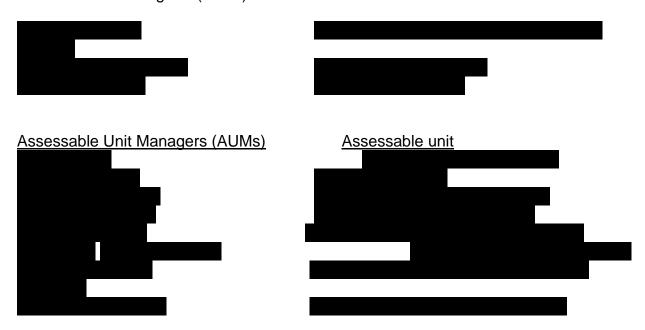
SUBJECT: (JFTX P13-17) Appointment of Assessable Unit Managers – Army Manager's Internal Control Program

- 1. This memorandum supersedes policy memorandum, JFTX P13-02, Appointment of Assessable Unit Managers dated 5 December 2012.
- 2. Reference Army Regulation 11-2, Manager's Internal Control Program, 4 January 2010 (RAR 26 March 2012).
- 3. The Following individuals are hereby appointed duties as indicated for the Texas Army National Guard Internal control Process, effective September 2013.





SUBJECT: (JFTX I14-04) Appointment of Assessable Unit Managers – Army Manager's Internal Control Program (MICP)



## 4. Purpose:

13"

- a. To organize, plan, and esecute the Texas Army National Guard Manager's Internal Control process in accordance with AR 11-2 and guidance from other applicable directives.
- b. IAW AR 11-2, ensure Internal Control responsabilities are correctly identifies on your individual support form. Under "Major Performance Objective," the following statements may be used:
  - (1) For SRO: "Ensures compliance with AR 11-2, Chapter 1, paragraph 1-
- (2) For AUM: "Ensures compliance with AR 11-2, Chapter 1, paragraph 1-14".
- 5. <u>Responsability of SRO</u>: Overall responsibility for ensuring implementation of an effective MICP within the organization; designates MICA; oversees preparation of Annual Statement of Assurance that accurately describes the status of controls in the organization and fully discloses and material weaknesses and plans for correction.
- 6. <u>Responsibility of MICA</u>: Identifies training requirements, conducts or arranges training, assists in preparation of 5-Year Plan, provides guidance in preparation of Annual Statement of Assurance, coordinates completion of evaluations, tracks material weaknesses, and keeps managers informed on internal control issues.
- 7. <u>Responsibility of AUMs</u>: Ensure their managers are trained and understand their internal control responsibilities, identify their MICP training requirements to the MICA,

identify high risk areas within their directorate, develop internal controls to mitigate risk in those areas identified as high risk, develop and update the 5-Year Plan for their areas, ensure evaluations are conducted IAW their 5-Year Plan, identify material weaknesses, report material weakness upward through the chain of command, provide a copy of their MICP 5-Year Plan to the MICA annually or as changes occur to their plan annually sign DA Form 11-2 stating they have reasonable assurance that controls are in place and working or that they don't have reasonable assurance, and provide documentation or information supporting the material weakness.

## NGTX-AO

SUBJECT: (JFTX P13-17) Appointment of Assessable Unit Managers – Army Manager's Internal Control Program (MICP)

8. <u>Special Instructions</u>: Individuals will serve as appointed until properly relieved by the issuance of appointment order of new individual. This memorandum supersedes all previous appointments for the TXARNG Internal Control Process.

9. POC for this memorandum is

at 512-782-6128.

Adjutant General

DISTRIBUTION:

A CAROLYN SMALLWOOD CW3, AG, TXARNG TXMF Policy Branch